

TOWN OF WESTMINSTER

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PERSONNEL BOARD MEETING AGENDA

**TUESDAY, FEBRUARY 2, 2016
TOWN HALL, ROOM 205
5:00 P.M.**

- A. APPROVAL OF MINUTES**
 - NOVEMBER 23, 2015
- B. ONGOING BUSINESS**
- C. NEW BUSINESS**
 - REVIEW AND RATE TREASURER/COLLECTOR JOB DESCRIPTION
 - REVIEW DRAFT EMPLOYEE HANDBOOK SECTIONS 5-6
- D. PUBLIC COMMENT**
- E. INFORMATIONAL ITEMS**
- F. ADJOURNMENT**

AGENDA ITEMS LISTED ARE THOSE REASONABLY ANTICIPATED BY THE CHAIR TO BE DISCUSSED AT THE MEETING. NOT ALL ITEMS MAY BE DISCUSSED AND OTHER ITEMS NOT LISTED MAY BE BROUGHT UP FOR DISCUSSION TO THE EXTENT PERMITTED BY LAW.